

ARMY / AIR

Maryland AGR ANNOUNCEMENT # 04-51

Open date: 10 Feb 04 Close date: 9 Mar 04

<u>Position Title:</u>	<u>Grade/MOS/AFSC Required</u>	<u>Type Position</u>
PERSONNEL ADMIN NCO	SGT E5 42A20/75B20 SSgt E5 3S0X1 Pending availability of resource	Enlisted

HRO: (410) 576-6110 / 6111 / 6114

<u>Location of Position:</u>	<u>Mail application to:</u>
32 nd Civil Support Team Pikesville, Maryland 21208-5197 Para Lin Seq # W7LWAA 003 02 1424 255847 303	Office of the Adjutant General ATTN: MDNG-HRO-AGR Fifth Regiment Armory 29 th Division Street Baltimore, MD 21201-2288

WHO MAY APPLY: **NATIONWIDE** This announcement is open to both Army and Air Traditional and AGR personnel. This is a 3 year stabilized tour. Due to the special training and mission requirements, individual selected will not be authorized reassignment. Applicants must possess the MOS / AOC / AFSC required for the position.

DESCRIPTION OF DUTIES: Manages all RAID personnel programs including family, weight management, medical/dental records, leave/TDY, physical fitness, awards/decorations, emergency leave, publications, forms, adverse actions, and performance appraisal system. Maintains a policy book that outlines the policies from all higher headquarters - provides input to overall RAID doctrine and generates personnel availability reports - input to personnel management system. Provides administrative support to the members of the RAID Detachment to include processing of documentation for pay and allowances, enlistment extensions, maintain personnel mobilization documentation, publication of alert rosters, and other administrative tasks as required. Provides personnel strength accounting, casualty/replacements reporting, and coordinating postal and finance services. Maintains security clearance information for all RAID personnel. Prepares all written orders pertaining to RAID personnel. Coordinates civilian/government/media visit requests. FEMA Region includes Pennsylvania, Maryland, West Virginia, Virginia, Delaware and Washington, D.C. Performs other duties as assigned.

SPECIAL INFORMATION: **APPLICANTS MUST BE QUALIFIED PRIOR TO APPLYING FOR THIS POSITION.** Significant periods of TDY may be required. PCS move may be required. Selected individuals will be required to complete an OSHA physical. Reassignment during this tour will not be authorized.

ARMY APPLICATION PROCEDURES:

MOS qualification is required prior to applying for this position.

Must meet all entry level requirements of AR 135-18.

The following items must be submitted:

1. NGB 34-1 (signed and dated and job number annotated).
2. Current physical exam (SF 88 and 93).
3. DA Photo (within 12 months).
4. Current DA Form 705 (APFT scorecard).
5. Three latest NCOER's / OER's. Letter of recommendation for individuals not requiring NCOER's.
6. Current 2-1 and PQR
7. Height and weight statement
8. NGB 23a (Retirement Point Summary)
9. ALL DD 214's to verify prior Active Duty

AIR APPLICATION PROCEDURES:

AFSC qualification is required prior to applying for this position.

Must meet all entry level requirements of AFMAN 36-2105.

The following items must be submitted

1. NGB 34-1 (signed and dated and job number annotated)
2. Military Personnel Records Review RIP attached. Virtual MPF inquiry will suffice.
3. AGR Profile Verification Statement – see attached
4. ALL DD 214's to verify prior Active Duty
5. Letter of recommendations are permitted but are not mandatory.

Note: Application screening will be made without regard to race, religion, color, gender, or national origin. Applicants are subject to a personal interview, before a military board upon notification of time and place. Necessary travel will be at the expense of the individual. Inquiries concerning specific aspects of the duty position should be directed to the Selecting Official. Applications received after the vacancy announcement closing date will be returned. Applications submitted without the above documentation WILL BE RETURNED to the applicant. Questions regarding the application process may be directed to the Maryland National Guard Human Resources Office, AGR Branch, and (410) 576-6111.

**AIR AGR VACANCY APPLICATION
PROFILE VERIFICATION STATEMENT**

NAME _____ ANNOUNCEMENT # _____

A. WEIGHT/BODY FAT VERIFICATION

MEMBER MEETS STANDARDS IN ACCORDANCE WITH ANGI 40-502

YES NO

*Signature/Rank/Title Verifying Official

*Current supervisor, commander, or designated WMP Monitor

B. APTITUDE SCORES

Mech: _____ Admin: _____ Gen: _____ Elect: _____

**Signature/Rank/Title Verifying Official

**Current supervisor, commander, or Customer Service Representative

C. CURRENT AF Form 422, PHYSICAL PROFILE SERIAL REPORT

P:____ U:____ L:____ H:____ E:____ S:____ X Factor ____ Dated _____

MEMBER IS IS NOT QUALIFIED FOR WORLD WIDE SERVICE

**Signature/Rank/Title Medical Certifier

**ATTACH TO NGB FORM 34-1
APPLICATION FOR ACTIVE GUARD/RESERVE (AGR)
POSITION**